EMORY | LANEY GRADUATE SCHOOL

Date: **Program:**   **DGS:**

Current Course Information

Program abbreviation (*e.g.: ARTHIST or EPI*): _____ Course number: _____

Credit hours: _____ ☐ This is a variable credit course. Credit range: _____

Course title: _____

Grading basis (check one): ☐ Graded ☐ Satisfactory/Unsatisfactory ☐ Student Option

☐ This is a variable topic course. It can be repeated for credit up to _____ times

Permissions: ☐ Students need permission from the instructor to enroll in this course

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Course Elements to be Revised (check each element that will change)

☐ Course number. The new number is to be: _____

☐ Course credit hours. The new credit hours will be: _____

☐ Course title:
     Short title (*30 characters max, including spaces and punctuation*):
     Long title:

☐ The current number of contact hours per week for this course is _____, and the new course will have _____ contact hours. If the weekly contact hours are not the same as the credit hours, please explain in the attached memo.

☐ Variable credit hours
     ☐ This course should have variable credit hours. The range is: _____ In the attached memo, explain how different credit hours will be determined.
     ☐ This course should **NOT** have variable credit hours

☐ Course repeatability:
     ☐ This course should be repeatable for credit up to _____ times
     ☐ This course should **NOT** be repeatable for credit

Students should need permission from the instructor to enroll in this course.

☐ Variable Topic
     This course should be variable topic. It can be repeated for credit up to _____ times
     This course should **NOT** be variable topic.

     Grading Basis (Select one.)

         Letter Graded   Satisfactory/ Unsatisfactory   Student Option

Please list any prerequisites for this course, if applicable:

Will this course be taught online, completely or partially?   yes   no

     If "yes," will this course be taught (check one):
         Online only   Hybrid, with both online and in-class meetings   Mixed, offered as online or in-class section

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In an attached memo, please provide a brief rationale for this course change and explanation of the specific changes noted above.

Attach a sample syllabus for the course. **The syllabus should clearly indicate**:

- **Intellectual scope**: What topics, methods, techniques, or other subject matters will be covered? Include a list of relevant texts or other sources that students will be expected to study and become knowledgeable about.
- **Goals**: What learning outcomes does the course envision for students?
- **Assignments**: What assignments will students be expected to complete?
- **Grading**: What will be the basis for students' final grade?

Executive Council Action: Date: ☐ **Approve**   ☐ **Deny**